

# ICE 2026 – Billing Information form

Invoices will be raised by **Event Support Solutions Ltd**



Exhibiting Company		Stand No	
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## BILLING / INVOICE DETAILS

Please provide invoicing details below. **We are unable to accept submissions without this information.**  
**\*PLEASE ENSURE THIS IS ACCURATE AND COMPLETE AS CHANGES TO INVOICES WILL BE CHARGED ADMINISTRATION FEES OF €60 PER CHANGE/REINVOICE. UK VAT will be applied where applicable.** \*Payment of the plan fees will be invoiced by **ESS** and must be paid prior to drawing comments being issued.

Company Name		VAT No. / EU VAT No.	
Address, County, Country, Postcode			
Contact Name		Contact Tel	
Contact Email		Billing required in £ gbp or € euro	£ GBP      € Euro

## SUMMARY OF DEADLINE DATES & FEES

<b>Complex</b>  (double deck/ multi storey stands)  <b>Friday 17th October 2025</b>	<b>Submission Deadline: Friday 17<sup>th</sup> October 2025</b> ALL documents <u>inc. calculations/safety paperwork</u> must be submitted by 17th October. <i>*Incomplete submissions will not be accepted and will be subject to late fees.</i> <b>Fees: TOTAL €1,070</b> -€255 Inspection fee -€815 Complex double deck fee (covers preshow & onsite structural inspection NOT provision / drafting of calculations) <i>If calculations or a complete submission is not made by 17<sup>th</sup> October 2025 minimum late fees of €10,000 will be charged.</i> <b>Application Deadline:</b> Application for a two-storey stand must be made to Clarion by <b>Monday 1st September 2025.</b>
<b>Complex</b>  (single storey, >4m, rigging, stepped access/ platforms, tiered seating, areas/ rooms >50 Persons)  <b>Friday 31<sup>st</sup> October 2025</b>	<b>Submission Deadline: Friday 31<sup>st</sup> October 2025</b> ALL documents <u>inc. calculations/safety paperwork</u> must be submitted. <i>*Incomplete submissions will not be accepted and will be subject to late fees.</i> <b>Fees: TOTAL €855</b> -€255 Inspection fee -€600 Complex fee per complex element (covers preshow & onsite structural inspection NOT provision / drafting of calculations) <i>If calculations or a complete submission is not made by 31<sup>st</sup> October 2025 minimum late fees of €6,000 will be charged.</i> <b>Application Deadline:</b> Application to apply for >4m in build must be made to Clarion by <b>Monday 1st September 2025.</b> <b>Note - If there are two complex elements e.g. over 4m/double deck and rigging, TWO complex will apply.</b>
<b>Non-Complex Stand plans</b>  <b>Friday 14<sup>th</sup> November 2025</b>	<b>Deadline: Friday 14<sup>th</sup> November 2025</b> ALL drawings/safety documents must be submitted. <i>*Incomplete submissions will not be accepted and will be subject to late fees.</i> <b>Fees: TOTAL €255</b> <i>If full information is not provided by 14<sup>th</sup> November 2025 minimum late fees of €2,000 stands over 100m<sup>2</sup> and €1,000 stands under 100m<sup>2</sup> will be charged.</i>
<b>Tender / Pre- Inspections</b>	<b>Fees: TOTAL €180</b> Should you require designs looking at prior to final submission or during the tender process and not yet signed off by the client, ESS can undertake a tender pre-inspection. A charge will be made for each design submitted and be in addition to the final inspection fee.
<b>Re-inspection</b>	<b>Fees: TOTAL €255</b> Should the stand location, dimensions, design or builder/contractor change, a re-inspection fee will be charged at the standard inspection fee plus any late fees depending on the timeline.
<b>Late Submission Fees</b>	It is vital that full stand plans with complete supporting calculations/safety paperwork are submitted to <b>Event Support Solutions(ESS)</b> prior to the submission deadlines. <b>Minimum Late Fees: These fees apply to ALL stands without complete information by the deadline</b> -€10,000 Double Deck plans/calculations/incomplete information -€6,000 Complex plans/calculations/incomplete information -€2,000 Non-Complex plans/incomplete information stands over 100m <sup>2</sup> -€1,000 Non-Complex plans/incomplete information stands under 100m <sup>2</sup> <b>Additional Late Fees: Additional late fees will be charged weekly and apply to complex and non-complex stands:-</b> -€ 600pw complex -€ 300pw non-complex These weekly amounts will be added to the invoice for every week past the submission deadline e.g. <u>complex</u> - 1 week €600, 3 weeks €1,800, 6 weeks €3,600 and so on. <u>non-complex</u> - 1 week €300, 3 weeks €900, 6 weeks €1,800 and so on. <b>Onsite rogue complex stands will be charged €12,000.</b>
<b>Invoice Amendment</b>	<b>Fees: TOTAL €60</b> per invoice for any invoice amendment requests or reissuing of invoices.

